



Adult Computer Literacy Classes

with Doris Wells

STARTS TUESDAY SEPT 11TH 9:00-11:00 AM
SEPT 11, 18, 25, & OCTOBER 2, 9, 16
LIMIT 12 PER CLASS-SIGN UP NOW

Doris Wells came into the computer world in 1983, working as a programmer. During her career she worked for Dupont Chemical Company, Autotote, Sun Oil, Wawa Convenience Stores, and Cochise County, as a programmer/analyst and as a project manager. At Cochise County she worked to start a training program for county employees in the use of the Microsoft Desktop Tools - word, Excel, PowerPoint, Outlook, Publisher, and Access Database. She has taught for them since 2001.

Sept 11 - AT THE DESKTOP

includes very basic computer skills and concepts:

- Intro to computer
- Using the USB port
- Saving files to the desktop, a thumb drive
- The Start Menu

Sept 18 - GOOGLE AND THE WEB

- Searches
- Pictures
- Library Webpage - use your card online - download
- Keyboard commands

Sept 25 - USING MICROSOFT WORD

- Create Documents
- Creating, saving, opening documents
- Formatting
- Selecting text
- Cut/Copy/Paste
- And so much more...

Oct 2 - EXCEL 1

- Basics of working with files and spreadsheets
- Entering and modifying data
- Sorting
- Creating formulae and graphing

Oct 9 - EXCEL 2

- Continuation from Part 1
- Basics of working with files and spreadsheets
- Entering and modifying data
- Sorting
- Creating formulae and graphing

Oct 16 - PUBLISHER WITH ALISON WILLIAMS

- Using Templates
- Working with graphics
- Basic Graphic Design
- Typography



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